STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov

BOARD PRESIDENT'S MESSAGE

A. Meeting Procedures

The Board of Vocational Nursing and Psychiatric Technicians (Board) is required to hold public meetings and make policy decisions that protect the health, safety and welfare of California consumers.

Public meeting agendas are prepared well in advance of the Board meeting. Agenda requests for consideration must be clearly set forth in writing. The Board requests that all items and supporting documents to be included on the agenda be received in the Sacramento Headquarters by the 1st day of the month preceding the month of the Board meeting.

Please remember that if there are documents that you want Board Members to timely review and consider relative to an agenda item, the Board asks that you submit fifteen (15) copies of the documents and provide the Board an electronic version of the documents – preferably on Compact Disc (CD). Please ensure that any confidential information is redacted prior to copying information.

During the meeting, you may notice Board Members accessing their laptops. The laptops are solely in use to access the Board meeting materials which are in electronic format.

The Board plans to webcast this meeting. However, it may not be possible to webcast the entire open meeting due to limitations on resources.

B. Public Comment

During the meeting, public comment is welcome on any agenda item, as the item is taken up by the Board. Under the Open Meeting Act, the Board may NOT take action on issues raised by public comment that are not on the Agenda, other than to decide whether to schedule that issue for a future meeting.

If any person desires to address the Board, it will be appreciated if you come forward to the podium and give your name and the name of the organization you represent so that the Board will have a record of all those who appear. Please note that a person wishing to provide general comment is NOT required to identify him or herself when making public comment, but it is appreciated.

In order to allow the Board sufficient time to conduct its scheduled business, the Board may limit the time given to each person who wishes to comment. Please make comments focused and relevant to the applicable agenda item. It is not necessary to repeat statements or views of a previous speaker, it is sufficient to state that you

agree. Written statements should be summarized and submitted to the Board. They should not be read.

If the Board President should forget to ask for public comment on an agenda item, it is not because it is the intent of the Board to limit comment. Please raise your hand and you will be recognized.

The Board appreciates your cooperation and assistance in meeting its legal mandate.

(4/13/11)